



Computer Based Training Quick-Step Guide

Internet Explorer is the preferred web browser for the Learning Management System. However if you do experience issues, please try Chrome. **Pop-up blockers MUST be turned off to access trainings. **

Navigate to <https://elm.gmis.in.gov/psp/Imprd/?cmd=login>

This site is located at: in.gov → State Employees tab → Training & Support → PeopleSoft (ELM)

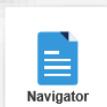
➤ Logging On & Finding Your Training

- ✓ Enter your **User ID and Password.**
 - If you do not know your PeopleSoft ID number, Please contact your supervisor or HR representative for assistance.
 - If you do not know your PeopleSoft password, please contact IOT HelpDesk: 1-800-382-1095



2. Click on the Nav-Bar icon

3. Select Navigator



4. Select Self Service → Learning → My Learning

➤ Launching & Completing Your Training

- ✓ You have automatically been enrolled into the Manager Supervisor Training (SPD_2019_MGR_SPVR.)
- ✓ If you don't see this training under your My Learning profile and think you should have been enrolled, please contact SPD Training.

1. Under your **My Learning** page, locate **Manager & Supervisor Training** and click the blue hyperlink **class title.** **Manager & Supervisor Training** *You must click the title for the class syllabus to open.

Title	Type	Status	Date	Launch	Action	Print
Manager & Supervisor Training	Computer-Based Training	Enrolled	04/22/2019		Drop	

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2. Open each section by clicking on the **Launch** button to the right of each task name.

Class Syllabus
To receive credit for this class you must complete all required tasks.

1	Communication Responsibilities	Required	Web-based	Progress	Not Attempted	Launch
2	Getting to Know Your Employees	Required	Web-based	Progress	Not Attempted	Launch
3	Leave Time	Required	Web-based	Progress	Not Attempted	Launch

3. An additional window will appear showing the section title you have selected. Please click the **Launch** button to view your training.

Table Of Contents

Title	Status	Score	
Communication Responsibilities	Not Attempted		Launch

4. While viewing the training, you may click the **closed captions** button at any time to view closed captions.



5. Once completed with a section, the training will prompt you to close out of the window. Once you exit out of the window, the training will still show **Not Attempted** or **In-Progress** until you **Return to Class Progress**. It will then show **Complete**. **You must view the training until the very last slide for it to show complete**

Table Of Contents

Title	Status	Score	
Communication Responsibilities	Not Attempted		Launch

[Return To Class Progress](#)

1	Communication Responsibilities	Required	Web-based	Progress	Completed
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- ✓ You must complete all sections for the **Manager & Supervisor Training** course to show **Complete**.
- ✓ Please Note: Completed training may take 24-48 hours to reflect a completion status. If you status does not reflect complete after 24-48 hours, please contact SPD Training.